

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

August 31, 1999

FROM: KEVIN G. THOMAS, Director
Department of Community and Cultural Resources – Museums Division

SUBJECT: **PURCHASE OF UNBUDGETED FIXED ASSET**

RECOMMENDATION:

1. Authorize the purchase of a 7.5 ton Trane Model Air Conditioning/Heating Unit in the amount of \$11,000.
2. Approve appropriations and revenue increases to the Museum's Division FY 1999/00 budget as follows: (4 Votes Required)

| <u>BUDGET CODE</u> | <u>INCREASE</u> |
|-----------------------------------|-----------------|
| 4030 (Improvements to Structures) | \$11,000 |
| 9970 (Other Revenue) | \$11,000 |

BACKGROUND INFORMATION: The Museums Division currently houses 5.9 FTE's and its collections consisting of archaeological artifacts at a facility located behind the Main Museum in Redlands. The facility is owned by the San Bernardino County Museum Association and has been a viable extension of the Main Museum to prevent overcrowding of staff and preservation of its valuable collections. Because of the growing number of artifact collections, there is a need to augment the current air conditioning/heating system. The current system provides temperature control for only two-thirds of the facility. The new unit would provide the necessary air conditioning and heating levels to the remaining one-third of the facility, which now accommodates 2.0 FTE's. The new air conditioner/heater would be a 7.5 ton Trane Model and would be essential for proper temperature levels to preserve the artifact collections. The San Bernardino County Museum Association has approved the installation of this unit. In accordance with the current lease with the Association, the County is permitted to make modifications to the structure. Museum staff, in compliance with County Purchasing procedures, obtained the necessary three bids and will purchase the air conditioning/heating unit from the lowest bidder (Burgeson's Heating and Air Conditioning Inc.).

County Policy 11-13 requires Board approval for the purchase of an unbudgeted fixed asset with a value of more than \$10,000.

REVIEW BY OTHERS: This item has been reviewed by Deputy County Counsel Paul Mordy, the County's Purchasing Department, and the Auditor/Controller's Office.

FINANCIAL IMPACT: Funds to purchase the air conditioning/heating unit will be transferred from the Museum Trust Fund (NPG-CMU).

SUPERVISORIAL DISTRICT(S): Third

PRESENTER: Paul Oles, 307-0748

Record of Action of the Board of Supervisors